

CITY OF NEWTON
PURCHASING DEPARTMENT
CONTRACT FOR PARKS AND RECREATION

REQUEST FOR PROPOSALS:

PROVIDE ONE (1) MULTI PURPOSE STYLE CHIP TRUCK
RFP #13-27

Proposal Opening Date: October 12, 2012 at 10:00 a.m.

SEPTEMBER 2012

Setti D. Warren, Mayor

CITY OF NEWTON, MASSACHUSETTS
REQUEST FOR PROPOSAL
PROVIDE ONE (1) MULTI PURPOSE STYLE CHIP TRUCK

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PART I. DECISION TO USE COMPETITIVE SEALED PROPOSALS

Due to the technical nature and the variability of used equipment, the Chief Procurement Officer has, in accordance with M.G.L. c.30B, §6(a), determined that the procurement of this truck is best served by utilizing a Request for Proposals (RFP) process. Such a process will enable the City to evaluate key factors such as the age of the vehicle, wear of key components, overall condition of the equipment, and prior equipment history. Because this truck will be a critical component of the City's Urban Forestry Program, it is important that the City have the ability to select the most advantageous proposal on the basis of cost, equipment quality, and adherence to desired specification.

PART II. BACKGROUND

As part of a new initiative, the City is reinstituting an Urban Forestry Division by hiring three new tree care professionals. To facilitate the work of this division, the City needs to purchase the critical vehicles needed. This RFP solicits proposals for one of the critical pieces of equipment, the MULTI PURPOSE STYLE CHIP TRUCK.

PART III. ANTICIPATED RFP SCHEDULE

RFP issued	September 27, 2012 at 10:00 a.m.
Deadline for submitting questions	October 5, 2012, 12:00 p.m.
Proposals due	October 12, 2012, 12:00 noon
Award of contract	TBD
Delivery of vehicle by	Two months from date of award

PART IV. PROPOSAL SUBMISSION

All proposals must be submitted in accordance with Massachusetts General Laws Chapter 30B, Section 6, to the *Chief Procurement Officer* in the Purchasing Department, Newton City Hall, 1000 Commonwealth Avenue, Newton, MA 02459, no later than **12:00 P.M., October 12, 2012.**

There is no pre-bid conference in connection with this procurement.

Proposers shall submit four (4) copies each of the Technical Proposal and one (1) Price Proposal in separate sealed envelopes. Please ensure that "Technical" & "Price" Proposals are submitted in **separate sealed envelopes**. A Technical Proposal received with Price Proposal information may be rejected as non-responsive.0.

Envelopes shall be marked:

1. **"TECHNICAL PROPOSAL - RFP #13-27 Multi-Purpose Style Chip Truck "**.

Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.

2. **"PRICE PROPOSAL – REF #13-27 Multi-Purpose Style Chip Truck "**.

Faxed proposals will not be accepted.

The Technical Proposal may include any materials and information that the proposer feels is necessary. At minimum, the proposal shall include a detailed description and list of the specifications of all aspects of the

truck. The proposer shall provide photos of the truck that include the overall truck, as well as, photos showing the specific key criteria areas. A vehicle history report will also be required.

There will be no public opening of submitted proposals. Following the deadline for receipt, the Chief Procurement Officer will open the Technical Proposals and prepare a register of those firms submitting proposals which shall be available for public inspection. All proposal contents shall be confidential until the evaluation is final and award has been made.

In the event that the City Hall or the Purchasing Department is not open on the date or at the time the proposals are due, proposals shall be due on the next following business day that the City Hall and the Purchasing Department are open.

All proposals shall remain firm for sixty (60) calendar days after the proposal opening.

PART V. QUESTIONS/ADDENDUMS

QUESTIONS: Inquiries involving procedural or technical matters shall be in writing to purchasing@newtonma.gov or faxed to the Purchasing Department no later than 12:00 noon October 5, 2012:

City of Newton, Purchasing Department
1000 Commonwealth Avenue – Room 204
Newton, MA 02459
(617) 796-1227

ADDENDUMS: Each proposer is required to acknowledge any/all Addenda. Proposers shall place their acknowledgment as the first line of their Transmittal/*Cover Page* which shall be placed as the first page of the “Technical Proposal” as well as in the designated line of the “Price Proposal”.

Addenda will be posted online at www.newtonma.gov/bids and emailed to every individual or firm on record as having received a set of Contract Documents. If you have downloaded the RFP from the Internet, you must make yourself or your company known to the City’s Purchasing Department by emailing purchasing@newtonma.gov or faxing (617) 796-1227, your or your company’s: name, address, phone and fax number and include the RFP NUMBER (#13-27) and project title (MULTI PURPOSE STYLE CHIP TRUCK). It is the contractor’s sole responsibility to ensure that it has received all addenda prior to the RFP submittal date. Copies of addenda will be made available at the Purchasing Department and on the City’s website: www.newtonma.gov/bids.

If you have downloaded the RFP, please be sure to email us at purchasing@newtonma.gov, with your name, address, phone and fax number, email address and what RFP number and project title you have downloaded.

PART VI. PURCHASE DESCRIPTION

The City intends to purchase a new or refurbished multi-purpose style chip truck completed to operate, equipped with dumping chip body mounted on an appropriate chassis/cab. This vehicle is to be delivered to the City in complete working order and in full compliance to the awarded proposal.

PART VII. QUALITY REQUIREMENTS

To be considered for evaluation, a proposal must meet all of the following requirements.

- Chip Dump Body
 - Rust resistant steel
 - Capacity of 15 to 20 cubic yards
 - Floor is to have reinforcing ribs and constructed of appropriate gauge material
 - Body is to be a Southco multipurpose body or equal with removable top and sides

- Tailgate hinged curbside with provisions to hold open
 - Class D hydraulic hoist, installed, with 45 degree dump angle and body prop
- Tool and other Storage Compartments
 - Truck shall have the typical tool storage found on most forestry trucks
- Cab and Chassis
 - Model year 2004 or newer
 - 170,000 miles or less.
 - GVWR under 26,000 pounds
 - Non-CDL required for operation
 - Transmission: automatic
 - Engine hp 210 or greater
 - 4x2 drivetrain
 - Brakes Air or Hydraulic
 - Power steering
 - Conventional cab with conventional tilting hood
 - Wheels and tires suitable for nature of work.
- Body and Chassis Accessories
 - Mud Flaps
 - Pintle hook mounted on rear of chassis mounted with appropriate safety chain attachment points designed for towing chippers
- Electrical Accessories
 - Lights and reflectors shall be in accordance with Federal Motor Vehicle Safety Standards
 - 6-way trailer receptacle installed at rear including wiring harness
 - Backup alarm
- Finishing Details
 - Delivery of complete unit to City of Newton, MA
 - Chassis to be black with appropriate automotive grade paint
 - At time of the delivery the cab, chip body and toolboxes must be painted to match using white automotive grade paint.
 - Truck to have all appropriate English safety and instructional decals
 - Vehicle height placard installed in cab
 - Truck Delivered to the City in complete working order and in full compliance to the technical proposal two months from the date of the award.

PART VIII. EVALUATION OF PROPOSALS

All proposals will be reviewed by an Evaluation Committee in accordance with M.G.L. c.30B. Final selection will be based upon an evaluation and analysis of the information and materials required under the RFP.

Proposals that meet the Quality Requirements will be reviewed for responsiveness to the comparative evaluation criteria below. Each member of the Evaluation Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable, to each comparative evaluation criterion. Based on these evaluation criteria ratings, a composite rating by each evaluator will be determined for each proposal. After the evaluations are complete, the price proposals will be opened. The price proposals will be evaluated and ranked based on total price. The contract will not necessarily be awarded to the proposal that receives the highest ranking with respect to the price proposal. The City will award the contract to only one responsive and responsible vendor submitting the most advantageous proposal taking into consideration the proposals' quality requirements, evaluation criteria and composite ratings, vehicle inspection, and price. Before awarding the contract, the City may request additional information from the vendor. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

COMPARATIVE EVALUATION CRITERIA

The proposals will be evaluated based on the criteria listed below, and scored as follows: Highly Advantageous, Advantageous, Not Advantageous and Unacceptable.

1. Evaluation of Dump Body and Tool Boxes

Chip Dump Body Construction and Condition

Highly Advantageous: Constructed of rust resistant galvanized steel throughout and has damage resistant coating, and is free of any major defect and has minimal signs of wear.

Advantageous: Constructed of rust resistant material and is free of major defects and has a reasonable amount of wear.

Not Advantageous: Some defects and early stages of corrosion

Unacceptable: Existing rust and major defects

Chip box capacity

Highly Advantageous: Greater than 17 cubic feet

Advantageous: less than 17 cubic feet but greater than 12 cubic feet

Not Advantageous: less than 12 cubic feet

Unacceptable: cubic feet not provided

Tool and other Storage Compartments

Highly Advantageous: All compartments have locks that are keyed the same. Tool compartments are in good condition and in proper working order

Advantageous: Typical forestry style storage compartments that lock. They may have some wear and minor defects.

Not Advantageous: Provided tool storage is not lockable or adequate for typical tree service tools.

Unacceptable: No tool storage

2. Evaluation of Cab and Chassis

Cab and Chassis Age

Highly Advantageous: In service date 2006 or more recent

Advantageous: In service date 2004 or 2005

Not Advantageous: In service date 2003 or older

Unacceptable: Age of unit not documented

Cab and Chassis Mileage

Highly Advantageous: 120,000 miles or less

Advantageous: Between 120,001 miles and 160,000 miles

Not Advantageous: Between 160,001 miles and 190,000 miles

Unacceptable: 190,001 or greater

Tires

Highly Advantageous: 80% of wear left or better, free of defects

Advantageous: 61% to 79% of wear left, free of defects

Not Advantageous: 51% to 60% of wear left, free of defects

Unacceptable: 50% wear or less left

Brakes

Highly Advantageous: 80% of wear left or better, free of defects

Advantageous: 61% to 79% of wear left, free of defects

Not Advantageous: 51% to 60% of wear left, free of defects

Unacceptable: 50% wear or less left

Gross Vehicle Weight rating

Highly Advantageous: between 24,000 pounds to 26,000 pounds

Advantageous: 23,000 pounds to 23,999 pounds

Not Advantageous: 21,000 pounds to 22,999 pounds

Unacceptable: Under 21,000 pounds or over 26,000

Engine Condition

Highly Advantageous: All components and parts are in tight manufacturer tolerances. There are no parts that require replacement or that show major signs of wear. There are significant signs of fluid leaks.

Advantageous: All components and parts are in acceptable manufacturer tolerances. There are no parts that require replacement or that show major signs of wear. There are no major fluid leaks

Not Advantageous: Some components and parts are showing significant wear and are out of manufacture tolerances. There may be significant signs of fluid leakage

Unacceptable: Engine components need replacing and or there is significant fluid leakage

Cab Configuration

Highly Advantageous: Driver seat high back 3 pt. lap and shoulder belt, 2 man passenger seat with seat belts, vinyl. Dual west coast mirrors with spot mirrors bolted below west coast mirrors. Interior is clean and free of defects.

Advantageous: Driver seat high back 3 pt. lap and shoulder belt, 2 man passenger seat with seat belts, vinyl. Dual west coast mirrors with spot mirrors bolted below west coast mirrors. Interior is mostly clean and has some minor defects.

Not Advantageous: Major wear or defects throughout the interior.

Unacceptable: Improper driver seat and passage seats. Major defects and modifications

Overall Condition

Highly Advantageous: Overall cab and chassis is free of major defects and wear. There are no obvious signs of rust or corrosion. All parts are in good working order and do not require replacement.

Advantageous: Overall cab and chassis is free of major defects and has moderate wear. There are no obvious signs of rust or corrosion. All parts are in reasonable working order and should not require replacement in the next six months to a year.

Not Advantageous: Cab and chassis has a number of minor defects and considerable wear.

Unacceptable: Cab and chassis has significant defects and will require significant work to repair

Electrical Accessories

Highly Advantageous: Truck has electronic brake controller, hour meter, and amber warning strobe lights in the front and rear.

Advantageous: Truck has electronic brake controller and hour meter

Not Advantageous: Truck has capability to have electronic brake controller but does not have one installed

Unacceptable: Truck is not reasonably capable of having electronic brake controller installed.

3. Finishing Details**Complete Warranty**

Highly Advantageous: Entire truck is covered by a complete warranty for six months or longer

Advantageous: Entire truck is covered by a complete warranty for five months

Not Advantageous: Major components are covered by warranty for three months

Unacceptable: No part of the vehicle has any warranty coverage

Massachusetts Vehicle Inspection

Highly Advantageous: Must have current valid Massachusetts inspection sticker and must pass once truck is delivered.

Advantageous: Must have Massachusetts inspection sticker no older than 14 months.

Not Advantageous: Will pass Massachusetts inspection process.

Unacceptable: Will not pass or has failing Massachusetts inspection sticker

Service Center Availability

Highly Advantageous: Has full equipment service center within 70 miles of Newton, Massachusetts

Advantageous: Has full equipment service center between 71 miles and 120 miles of Newton, Massachusetts

Not Advantageous: Has full equipment service center 121 miles or further from Newton, Massachusetts

Unacceptable: No service center available

Vehicle Training

Highly Advantageous: Proposer will provide the necessary training to City employees on the operation of the truck and will provide any written materials that are available as well as a preventative maintenance schedule.

Advantageous: Proposer will provide the necessary training to City employees on the operation of the truck and will provide a preventative maintenance schedule.

Not Advantageous: Written training materials, only, are provided

Unacceptable: No training will be provided

PART IX. AWARD OF CONTRACT

The contract will be awarded to the responsive and responsible proposer deemed by the Chief Procurement Officer to have submitted the most advantageous proposal taking into consideration the Technical and Price Proposals, including all of the comparative criteria listed above. The City will reject any and all bids when required to do so applicable law. In addition, the City reserves the right to waive any informalities in any or all bids, or to reject any or all bids in whole or in part, if it be in the public interest to do so.

This will be a one-time purchase by Purchase Order for the awarded item.

Nicholas Read
Chief Procurement Officer

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**CITY OF NEWTON
REQUEST FOR PROPOSALS**

PROVIDE ONE (1) ENCLOSED MULTIPURPOSE CHIP TRUCK

PRICE PROPOSAL SHEET FOR RFP #13-27

BIDDERS NOTE: THIS FORM AND REQUIRED ATTACHMENTS, COMPRISING THE PRICE PROPOSAL, MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE CLEARLY MARKED “PRICE PROPOSAL”

TO THE AWARDING AUTHORITY:

A. The undersigned proposes to furnish the piece of equipment as specified, for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This proposal includes addenda number(s) ____, ____, ____, ____,

C. The proposed price is: _____

COMPANY: _____

The undersigned has completed and submits herewith the following documents:

- One (1) original and four (4) copies of the Non-price proposal (all in one separate sealed envelope)
- One Original Price Proposal (separate sealed envelope marked “RFP #13-27 - PRICE PROPOSAL”)
- Bidder’s Qualifications and References Form, 2 pages
- Certificate of Non-Collusion, 1 page
- Certification of Tax Compliance, 1 page

D. The undersigned certifies that this offer fully complies with all of the requirements of the Requests for Proposals.

E. The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

Date _____

(Name of Bidder)

BY: _____
(Signature)

(Printed Name and Title of Signatory)

(Business Address)

(City, State Zip)

(Telephone/Fax)

(Email address)

NOTE: If the bidder is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

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CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

1. FIRM NAME: _____
2. WHEN ORGANIZED: _____
3. INCORPORATED? ____ YES ____ NO DATE AND STATE OF INCORPORATION: _____
4. IS YOUR BUSINESS A **MBE**? ____ YES ____ NO **WBE**? ____ YES ____ NO or **MWBE**? ____ YES ____ NO
- * 5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

- * 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?
____ YES ____ NO
IF YES, WHERE AND WHY?

- * 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? ____ YES ____ NO
IF YES, PROVIDE DETAILS.

- * 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

- * 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____

DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

PROJECT NAME: _____
OWNER: _____
CITY/STATE: _____
DOLLAR AMOUNT: \$ _____ DATE COMPLETED: _____
PUBLICLY BID? _____ YES _____ NO
TYPE OF WORK?: _____
CONTACT PERSON: _____ TELEPHONE #: (____) _____
CONTACT PERSON'S RELATION TO PROJECT?: _____
(i.e., contract manager, purchasing agent, etc.)

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: _____ BIDDER: _____

SIGNATURE: _____

PRINTED NAME: _____ TITLE: _____

END OF SECTION

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

(Signature of individual)

Name of Business

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L. c.62C, §49A and requirements of the City, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.*

**Signature of Individual
or Corporate Contractor (Mandatory)

Print Name: _____

By: _____
Corporate Officer
(Mandatory, if applicable)

Print Name: _____

*** Contractor's Social Security Number
(Voluntary) or Federal Identification Number

Date: _____

* The provision in this Certification relating to child support applies only when the Contractor is an individual.

** Approval of a contract or other agreement will not be granted until the City receives a signed copy of this Certification.

*** Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended.